



DEPARTMENT OF THE NAVY
OFFICE OF THE JUDGE ADVOCATE GENERAL
1322 PATTERSON AVENUE SE, SUITE 3000
WASHINGTON NAVY YARD DC 20374-5066

JAGINST 1500.4A CH-1
NJS
MAY 24 2019

JAG INSTRUCTION 1500.4A CHANGE TRANSMITTAL 1

From: Judge Advocate General

Subj: JAG CORPS TRAINING PROGRAM

Ref: (a) NAVADMIN 268/18

Encl: (1) Revised Pages 1 and 2
(2) New enclosure (8)

1. Purpose. To transmit a revision of Pages 1 and 2 and to add enclosure (8), the Legalman (LN) Professional Development Plan.
2. Action. Remove and replace Pages 1 and 2 with enclosure (1). Insert enclosure (2). In accordance with reference (a), this instruction as amended is effective for ten years from the date of initial issuance.


JOHN G. HANNINK

Distribution:

Electronic only via the OJAG website, <http://www.jag.mil>; and the Navy Directives website, <http://doni.daps.dl>



DEPARTMENT OF THE NAVY
OFFICE OF THE JUDGE ADVOCATE GENERAL
1322 PATTERSON AVENUE SE, SUITE 3000
WASHINGTON NAVY YARD DC 20374-5066

CH-1 of

JAGINST 1500.4A
NJS
Oct 17 2012

JAG INSTRUCTION 1500.4A

From: Judge Advocate General

Subj: JAG CORPS TRAINING PROGRAM

Ref: (a) SECNAVINST 5430.27[series]
(b) COMNAVLEGSVCCOMINST 5800.1[series]
(c) JAGINST 1150.2[series]
(d) JAG/CNLSCINST 1500.2[series]
(e) JAGINST 1520.1[series]
(f) JAGINST 3300.1[series]
(g) JAG/COMNAVLEGSVCCOMINST 12410.1
(h) OPNAVINST 1500.22[series]
(i) Uniform Code of Military Justice
(j) OPNAVINST 1500.81
(k) NAVJUSTSCOLINST 1500
(l) JAG/CNLSCINST 1500.1

Encl: (1) Professional Development Standards (PDS) Program
(2) Professional Military Education (PME) Program
(3) Joint Professional Military Education (JPME) Guidance
(4) Instructions for Developing a Command Training Plan
(5) Sample PDO Monthly Report
(6) Regional Training Authorities (RTA)
(7) Sample RTA Report
(8) Legalman (LN) Professional Development Plan

1. Purpose. To promulgate policy, prescribe procedures, and assign responsibilities for implementing a training program designed to ensure the delivery of high-quality legal services. Per reference (a), the Judge Advocate General (JAG) is the capability sponsor for the Navy Judge Advocate General's Corps (JAGC), and is responsible for maintaining the JAGC legal community and determining the best possible allocation of available JAGC community assets.

2. Cancellation. JAGINST 1500.1A and JAGINST 1500.4 are hereby cancelled.

3. Applicability. This instruction applies to all active-duty Navy Judge Advocates (JA), Legalmen, and civilians working under the cognizance of the JAG.

4. Background. As Special Assistant for Training, Commanding Officer, Naval Justice School (NJS) is entrusted with the development and execution of JAGC training programs. This instruction provides the framework for developing and providing appropriate training for all JAGC personnel throughout their careers, commensurate with the billets and positions to which those personnel are currently assigned or likely will be assigned.

5. Policy

a. Training Continuum. The training programs implemented by this instruction must be continually improved to contribute to the highest quality legal services. All JAGC personnel will receive training, throughout their career, designed to prepare them for the future leadership, management, and legal challenges they will encounter. References (b) through (k) provide additional details regarding training requirements for specified career tracks, billets, or categories of personnel.

b. Programs. This instruction implements the JA, Legalman, and civilian training programs listed in references (b) through (k), as well as the following programs:

(1) Professional Development Standards (PDS) (enclosure (1));

(2) Professional Military Education (PME) (enclosure (2));

(3) Joint Professional Military Education (JPME) (enclosure (3)); and

(4) Legalman Professional Development Plan (enclosure (8)).

6. Action

a. Commander, Naval Legal Service Command (CNLSC), shall monitor the implementation and management of this training program, and shall keep the JAG apprised of NLSC command implementation of this instruction.

MAY 24 2019

Legalman (LN) Professional Development Plan

Purpose. The LN Professional Development Plan is designed to expand and enhance paralegal core competencies introduced during LN Accession and LN Paralegal Education Program (LPEP). All active component (AC) LNs will complete applicable training and qualifications described in paragraph 1 below; and, are encouraged to complete training and qualifications in paragraph 2, based upon duty assignments. Inability to meet requirements must be communicated to Naval Justice School (NJS). The NJS Senior Enlisted Advisor will serve as the Point of Contact for all matters relating to this plan. The LN Professional Development Plan is comprised of three components: 1) NJS courses; 2) LN Professional Development Training (LN PDT), formerly known as LN 52-week training; and 3) LN Personnel Qualification Standards (PQS).

1. The following NJS courses are required at career milestones:

a. LN Mid-Level Phase I and II. Successful completion of this two-part course is required for all LN1s and any LN2s with orders to be an Independent Duty LN.

b. Paralegal Litigation Support Course. All LNs who receive orders to a Defense Service Office (DSO) or assignment to Trial Department at a Region Legal Service Office (RLSO) will attend the first offering of this after reporting to the DSO or Trial Department.

c. Senior LN Leadership Course. Completion is required within three years of selection for LNC.

2. The following courses are required or highly recommended, based upon duty assignment:

a. Ethics for the Staff Judge Advocate (SJA). This online course shall be completed by LNs assigned to SJA offices or Independent Duty. It is located on NJS Blackboard and can be taken at any time.

b. LN Mid-Level Phase I and II. Highly recommended for LN2s who are currently serving on their second LN tour or are under orders for their second tour.

c. SJA Course. LNs serving on Independent duty or in SJA offices are highly encouraged to attend this course. Quotas are limited and the LN Mid-Level Phase I/II and Ethics for the SJA courses are prerequisites.

d. Any NJS or other service courses, including attorney courses, that have a direct correlation to an LN's job assignment are highly encouraged. Detailed justification is required on the NJS quota request form.

3. LN PDT (formerly called "LN 52-week training") consists of a series of training modules maintained by NJS and located on Blackboard. The name change recognizes the purpose behind the training and removes the expectation training be conducted weekly. Face-to-face (in-person or virtual) small group training sessions are preferred. The senior LN in each Navy Region, in

Enclosure (8)

MAY 24 2019

coordination with the area Professional Development Officer (PDO), is responsible for implementing an area-wide LN Professional Development Plan encompassing all LNs, regardless of assignment, with the understanding that LNs are geographically dispersed and operational schedules may preclude face-to-face participation. LNs unable to participate with the local RLSO/DSOs (in-person or virtually) shall work with the senior LN and either utilize training modules on Blackboard or conduct their own small group LN training sessions (i.e., CVN legal offices). The LN PDT modules offer ready-to-use baseline training in many of our practice areas, but commands are not expected to solely use them or complete each module annually. Instead, commands are encouraged to creatively develop a comprehensive training and development plan beyond the LN PDT modules that fits the needs of its AOR's mission accomplishment and integrates training with attorneys.

4. The LN PQS is a standardized tool to complete and demonstrate core technical competencies. It is an essential element of LN professional development and shall serve as a training guide to develop subject-matter expertise. All AC LNs are required to complete this PQS, regardless of duty assignment, within 24 months of it being assigned. Operational commands may authorize a single extension of up to 12 months to accommodate completion of primary shipboard/watchstanding qualifications first. Once complete and properly annotated in Fleet Management & Planning System (FLTMPS), PQS completion will not be required again unless the Commanding Officer determines that remedial training and qualification is required.

a. AC LN accessions will be assigned the PQS upon completion of the in-resident LPEP semester. All other LNs will be assigned the PQS by their leadership, the PDO, or the senior LN in their Navy Region in coordination with their chain of command (if outside of Naval Legal Service Command).

b. Successful completion of the LN PQS requires:

(1) Signatures for all line items (PQS line items shall ONLY be signed by authorized PQS qualifiers as defined by paragraph 3.d below); and

(2) Passing a standardized written examination with a score of 80 or better.

c. The maintenance and administration of the standardized written examination is the sole responsibility of NJS via an approved distance learning platform. Locally developed tests ARE NOT AUTHORIZED. PDOs, in coordination with the senior LN in the AOR, will monitor LN PQS completion and notify NJS when an LN is authorized to take the test. The test is "closed-book" and will be proctored by an LNC or above.

d. Authorized PQS qualifiers are:

(1) All LN2s and above that have fully completed the PQS (unless exempt);

(2) Second-tour JAGC LTs and above;

MAY 24 2019

(3) Legal personnel designated as qualified within RLSO/DSO (e.g., civilian subject-matter experts).

e. The following personnel are exempt from completing the LN PQS or portions thereof.

(1) LN1s and above that have been in the LN rating for five or more years;

(2) LNs that previously completed all four modules of LN Professional Development Standards (PDS). These LNs will be considered to have successfully completed the LN PQS and may have FLTMPS annotated accordingly.

(3) LNs that completed any module of the LN PDS. These LNs will get credit for the corresponding LN PQS.

f. Administrative measures deemed appropriate by the command should be utilized to correct and/or document an LN's deficiency in attaining PQS completion within the prescribed timelines.

g. When good cause requires, Commanding Officers (CO) may direct LNs under their cognizance to repeat all or a portion of the PQS.



DEPARTMENT OF THE NAVY
OFFICE OF THE JUDGE ADVOCATE GENERAL
1322 PATTERSON AVENUE SA, SUITE 3000
WASHINGTON NAVY YARD DC 20374-5066

JAGINST 1500.4A
NJS
26 Apr 17


JAG INSTRUCTION 1500.4A

From: Assistant Judge Advocate General (Operations & Management)

Subj: EXTENSION OF JAG CORPS TRAINING PROGRAM

Ref: (a) OPNAVINST 5215.17A

1. The above instruction has been reviewed, and the effective date extended for one year in accordance with reference (a).


G. E. SHARP

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via The Judge Advocate General's Web site www.jag.navy.mil.



DEPARTMENT OF THE NAVY
OFFICE OF THE JUDGE ADVOCATE GENERAL
1322 PATTERSON AVENUE SE, SUITE 3000
WASHINGTON NAVY YARD DC 20374-5066

IN REPLY REFER TO:

JAGINST 1500.4A
NJS
OCT 17 2012

JAG INSTRUCTION 1500.4A

From: Judge Advocate General

Subj: JAG CORPS TRAINING PROGRAM

Ref: (a) SECNAVINST 5430.27[series]
(b) COMNAVLEGSVCCOMINST 5800.1[series]
(c) JAGINST 1150.2[series]
(d) JAG/CNLSCINST 1500.2[series]
(e) JAGINST 1520.1[series]
(f) JAGINST 3300.1[series]
(g) JAG/COMNAVLEGSVCCOMINST 12410.1
(h) OPNAVINST 1500.22[series]
(i) Uniform Code of Military Justice
(j) OPNAVINST 1500.81
(k) NAVJUSTSCOLINST 1500
(l) JAG/CNLSCINST 1500.1

Encl: (1) Professional Development Standards (PDS) Program
(2) Professional Military Education (PME) Program
(3) Joint Professional Military Education (JPME) Guidance
(4) Instructions for Developing a Command Training Plan
(5) Sample PDO Monthly Report
(6) Regional Training Authorities (RTA)
(7) Sample RTA Report

1. Purpose. To promulgate policy, prescribe procedures, and assign responsibilities for implementing a training program designed to ensure the delivery of high-quality legal services. Per reference (a), the Judge Advocate General (JAG) is the capability sponsor for the Navy Judge Advocate General's Corps (JAGC), and is responsible for maintaining the JAGC legal community and determining the best possible allocation of available JAGC community assets.

2. Cancellation. JAGINST 1500.1A and JAGINST 1500.4 are hereby cancelled.

3. Applicability. This instruction applies to all active-duty Navy Judge Advocates (JA), Limited Duty Officers (Law), Legalmen, and civilians working under the cognizance of the JAG.

4. Background. As Special Assistant for Training, Commanding Officer, Naval Justice School (NJS) is entrusted with the development and execution of JAGC training programs. This instruction provides the framework for developing and providing appropriate training for all JAGC personnel throughout their careers, commensurate with the billets and positions to which those personnel are currently assigned or likely will be assigned.

5. Policy.

a. Training Continuum. The training programs implemented by this instruction must be continually improved to contribute to the highest quality legal services. All JAGC personnel will receive training, throughout their career, designed to prepare them for the future leadership, management, and legal challenges they will encounter. References (b) through (k) provide additional details regarding training requirements for specified career tracks, billets, or categories of personnel.

b. Programs. This instruction implements the JA, Legalman, and civilian training programs listed in references (b) through (k), as well as the following programs:

(1) Professional Development Standards (PDS) (enclosure (1));

(2) Professional Military Education (PME) (enclosure (2)); and

(3) Joint Professional Military Education (JPME) (enclosure (3)).

6. Action.

a. Commander, Naval Legal Service Command (CNLSC), shall monitor the implementation and management of this training program, and shall keep the JAG apprised of NLSC command implementation of this instruction.

b. Special Assistant for Training/Commanding Officer, NJS shall:

(1) Maintain oversight, management, and responsibility for all JAGC personnel training;

(2) Annually, convene a formal meeting of the NJS Board of Advisors (BOA). CNLSC serves as Chair and selects the membership of the BOA. Commanding Officer, NJS serves as Vice Chair and schedules the BOA each year at a time conducive to the advisors' schedules;

(3) Develop and implement such additional instructional programs as may be prescribed by the JAG based upon the requirements of references (a) through (k), other competent authority, or the recommendation of the BOA;

(4) Publish the annual (fiscal year basis) schedule of courses, as approved by the BOA;

(5) Ensure that Basic Lawyer Course (BLC) students who meet all applicable qualifications at the time of graduation from the BLC are certified and sworn under Articles 27(b) and 42(a) of reference (i) prior to departing NJS;

(6) Task OJAG/NLSC subject matter experts as required to maintain PDS and PME modules;

(7) Promulgate an NJSNOTE detailing the PME course of instruction for each fiscal year; and

(8) Manage the Legalman Paralegal Education Program (LPEP) in accordance with references (d) and (j).

c. The BOA shall approve the schedule of courses and allocation of Centrally Managed Training Funds for the following fiscal year.

d. Region Legal Service Office (RLSO) and Defense Service Office (DSO) Commanding Officers shall:

(1) Emphasize the importance of training in the provision of quality legal services and professional development;

(2) Develop a Command Training Plan (enclosure (4)), submitted biannually for NJS review;

(3) Ensure maximum participation in training and education programs, such as LPEP, NJS (and other service legal courses), PME, and JPME;

(4) Ensure first-tour JAs complete PDS and PME modules;

(5) Serve as Regional Training Authority (RTA) (enclosure (6));

(6) Provide NJS with a training report biannually, on 30 April and 31 October. A sample report is located at enclosure (7); and

(7) Ensure command compliance with reference (1).

e. Additionally, RLSO Commanding Officers shall:

(1) Ensure the Professional Development Officer (PDO) provides a monthly training status report to the NJS PDO, with a copy to the Special Assistant for Strategic Planning (SASP) per paragraph 6.f.(11) and enclosure (5) of this instruction; and

(2) Ensure the PDO has the authority to schedule mandatory training to accomplish the regional training mission.

f. Professional Development Officers shall:

(1) Track first-tour JA training requirements and completion within the RLSO area of responsibility (AOR) in accordance with the policies of this instruction;

(2) Supervise and facilitate PDS completion and, as requested, provide supplemental PDS-directed training for the RLSO and the DSO;

(3) Plan, schedule, and facilitate the PME program using local subject matter experts (SMEs), as required;

(4) Monitor enrollment and course progression of all Legalman Paralegal Education Program (LPEP) students within the RLSO AOR;

(5) Ensure RLSO personnel complete General Military Training (GMT) and all other required training in accordance with references (b) and (h);

(6) Assist the RLSO Senior Enlisted Leader with monitoring the execution of the 52-week Legalman training program within the RLSO AOR;

(7) Provide eligible JAs within the RLSO AOR with all relevant information to pursue JPME;

(8) Ensure RLSO compliance with the JAGC mentoring program (reference (1));

(9) Communicate regularly with the NJS Academic Director/Operations Officer regarding training opportunities, quotas, and available funding;

(10) Conduct administrative reviews of all civilian training requests submitted to the RLSO RTA;

(11) Track training program metrics and prepare monthly reports (enclosure 5); and

(12) Assist the RLSO RTA as required and other RTAs as directed.

g. Individuals shall:

(1) Complete GMT and all other required training in accordance with references (b) and (h);

(2) For attorneys, comply with the licensing state's requirements to remain in good standing, including Continuing Legal Education (CLE) requirements. Utilization of military training to meet CLE requirements is highly encouraged; and

(3) For first-tour JAs:

(a) Attend all scheduled PME training evolutions;

(b) Attend all scheduled PDS training evolutions;

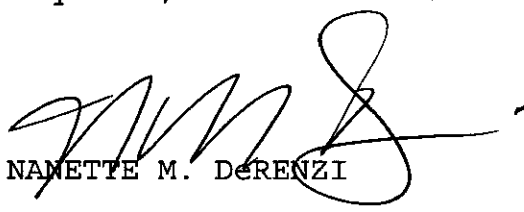
(c) Provide monthly PDS completion data to the PDO;
and

(d) Complete all PME and PDS modules within 24 months of reporting to initial duty station. If this 24-month period is interrupted by a deployment or other assignment, the judge advocate will return to complete the rotation sequence.

(4) For Legalmen:

(a) Complete the LPEP in accordance with references
(d) and (j);

(b) Participate, as required, in the 52-week
Legalman training program.



NANETTE M. DERENZI

Distribution:

Electronic only via the Office of the Judge Advocate General
website, <http://www.jag.navy.mil>.

OCT 17 2012

Professional Development Standards (PDS) Program

1. Purpose. The JAG Corps PDS program is designed to ensure the professional development of all first-tour JAs. The PDS Program is divided into four separate modules: Legal Assistance, Defense Services, Trial Services, and Command Services. The modules may be completed in any order.

a. PDS training modules are designed to ensure that all first-tour JAs participate in a standardized training regimen lasting the length of their first tour.

b. The modules require first-tour JAs to observe more experienced JAs performing a series of legal duties, then perform those duties under supervision when appropriate. First-tour JAs are required to serve clients and assist in cases whenever available.

2. Policy. All first-tour JAs will be assigned a PDS for the practice area to which they are assigned upon reporting to a RLSO. Once assigned, first-tour JAs are expected to complete the PDS in the course of their regularly assigned duties. In the event that a PDS line item cannot be completed while providing legal advice to actual clients, the PDO will provide a sample fact pattern with which to complete the task.

3. Schedule. Commanding Officers, Executive Officers, and PDOs are designated as PDS signature authorities for all practice areas. Department Heads are designated as PDS signature authorities for their respective practice areas. PDOs will maintain a list of additional Commanding Officer-authorized signature authorities. First-tour JAs will report their PDS completion status to their PDO monthly. Upon completion of a PDS, a first-tour JA is not expected to begin work on the next PDS before rotating to that practice area.

4. Oversight. NJS will develop and maintain the PDS Program and announce new versions via NJSNOTE.

OCT 17 2012

Professional Military Education (PME) Program

1. Purpose. The JAG Corps PME Program is designed to expedite and enhance the professional development of first-tour JAs. PME is comprised of three components: PME training modules, professional reading discussions, and leadership seminars.

a. PME training modules are designed to provide first-tour JAs with an introductory overview of the Department of Defense, U.S. Navy, and U.S. Navy JAG Corps' mission, history, culture, traditions, governance, organization, capabilities, and key legal topics.

b. The professional reading program utilizes books from sea service professional reading programs to facilitate discussions of concepts that will give a first-tour JA a sense of what it means to be a Sailor, an officer, and a member of the naval legal profession.

c. Leadership seminars devote time to the importance of personal responsibility and skills for team-building and management. First-tour JAs will have the opportunity to learn from each other and more experienced officers in a small group setting.

2. Policy. Participation in PME is mandatory for all first-tour JAs and encouraged for all other officers, Legalmen, and civilians as mission requirements allow.

3. Schedule. PME will run on a 24-month cycle. Naval Justice School will promulgate a detailed schedule of PME via an NJSNOTE at the beginning of each fiscal year. Each cycle will consist of the following:

a. PME (eight in-person modules and one online module) covering Navy and other Service organization, warfighting capabilities, and career management;

b. Professional reading program discussions (two modules) using two books chosen from the Navy Professional Reading Program; and

c. Leadership seminars (two in-person modules) covering decision making, management of subordinates, and office management.

OCT 17 2012

4. Oversight. The RLSO PDOs will track completion of all blocks of instruction by first-tour JAs in the AOR. The PDOs, in consultation with RLSO and DSO leadership, are also responsible for scheduling the blocks of instruction. PDOs will be involved to the maximum extent practicable with instruction and facilitation of PME, leadership seminars, and professional reading discussions.

Enclosure (2)

Joint Professional Military Education (JPME) Guidance

1. Purpose. JPME is PME focused on the integrated employment of land, sea, air, space, and special operations forces in joint operations. It is designed to educate officers about the strategic and operational levels of war, national security decision-making, joint planning, and the capabilities and limitations of Service and special operations forces. JPME is offered in a basic phase (Phase I) and an advanced phase (Phase II). JPME Phase I credit can be obtained in-residence at joint and Service war colleges (via the slating process), or through various non-resident programs. JPME Phase II credit is designed for senior officers (O-5 and O-6) and can be obtained only through detailing to the in-residence program.

2. Policy. Navy JAs are exempt from the statutory requirement to attain JPME I and II level education; therefore, funded billets to institutions where JPME is awarded are limited. Nonetheless, completion of joint education improves the quality of legal services provided to the Fleet and the joint force. Therefore, all JAs are highly encouraged to complete JPME Phase I by the time they come into zone for selection to Commander.

3. Schedule. Naval War College Distance Education offers three ways to complete JPME Phase I education:

a. The Fleet Seminar Program is offered on an academic year basis from September to May. Three courses, Strategy and War (S&W), Joint Maritime Operations (JMO), and Theater Security Decision Making (TSDM), are offered each year depending on location. Registration for each course typically begins on 1 April of each year. Completion of the Fleet Seminar Program also enables a student to apply for the Naval War College Non-Resident Master's Degree Program.

b. The Web-Enabled Program offers the same three courses over the internet on a compressed schedule (17 weeks for S&W, 34 weeks for JMO, and 20 weeks for TSDM). All applications must be submitted at least eight weeks prior to the scheduled course start date. Students who complete this program are not eligible for the Non-Resident Master's Degree Program.

c. The CD-ROM Program is the third method, but is open only to applicants on sea duty or at remote duty stations with limited internet access. The program consists of the three core courses on a compressed schedule (9 weeks for S&W, 24 weeks for

OCT 17 2012

JMO, and 15 weeks for TSDM). Applications for the program may be made at any time, but submissions early in the fiscal year are encouraged as the program's yearly enrollment is limited. Students who complete this program are not eligible for the Non-Resident Master's Degree Program.

4. Oversight. Each PDO will ensure that every JA in his or her AOR has the information necessary to enroll in JPME. For more information on non-resident JPME options, see:

a. Naval War College distance education programs:

<http://www.usnwc.edu/Academics/College-of-Distance-Education.aspx>

b. Marine Corps College of Distance Education and Training:

<http://www.tecom.usmc.mil/cdet/faq.asp#tab-faq-CSCDEP>

c. Air Force Command and Staff College:

<http://www.acsc.au.af.mil/distance-learning.asp>

Enclosure (3)

Instructions for Developing a Command Training Plan

The following basic steps will aid RTAs in the development of Command Training Plans (CTP).

1. Identify the training necessary for your command.
 - a. Conduct a training needs assessment at least three months prior to the beginning of the fiscal year. Evaluate the previous year's CTP or equivalent for quality improvements;
 - b. Review the courses, conferences, and symposia offered by NJS, The Judge Advocate General's Legal Center and School (TJAGLCS), The Air Force Judge Advocate General's School (AFJAGS), and other Service schools and civilian legal organizations. Anticipate personnel duty assignment changes within the command, as well as Permanent Change of Station, Individual Augmentee, or Temporary Duty assignments; and
 - c. Convene a Planning Board for Training on a quarterly basis to ensure that the command's training needs are met and the training budget is used to maximum benefit.
2. Create the CTP. The CTP shall consist of the following components:
 - a. Applicable PDS for legal assistance, command services, trial services, and defense services attorneys. Include training applicable to Legalmen and civilian personnel;
 - b. PME for all first tour JAs; and
 - c. Annual GMT and CLE as required.
3. Disseminate the CTP.
 - a. Disseminate the CTP to the command, ensuring notification to all hands; and
 - b. Provide a copy of your CTP to NJS.
4. Plan and schedule additional local command training as needed. Schedule and publish the planned courses. Include equivalent training for Legalmen and civilian personnel in accordance with JAGINST 1500.2 and JAGINST 12410.1, respectively.

JAGINST 1500.4A
OCT 17 2012

1500
[DATE]

From: Professional Development Officer, RLSO XXX
To: Professional Development Officer, Naval Justice School

Via: (1) Commanding Officer, Region Legal Service Office
(2) Commanding Officer, Defense Service Office

Subj: PDO MONTHLY REPORT

Ref: (a) JAGINST 1500.4A

Encl: (1) PDO Tracker Spreadsheet

1. Per reference (a), this monthly training report is submitted for the period 1 October YYYY through 31 October YYYY. Enclosure (1) is the tracker spreadsheet used to document the command's monthly training activities in accordance with the instructions found in the first tab of the spreadsheet.

2. Lessons Learned/Best Practices

- a. Lessons Learned:
- b. Best Practices:

3. Significant Events

a. [List all significant events, both positive and negative, involving the programs you track (graduations, Professional Performance Review Boards, etc.).]

b. [Provide a list of all personnel at your command who spent time underway, supported an exercise, or deployed in the last month, and a brief summary of their experiences.]

/s/

I. D. JONES

Copy to: SASP

Enclosure (5)

Regional Training Authorities

1. Purpose. RTAs shall ensure the professional development of all personnel assigned to their commands.

2. Policy.

a. Regional Training Authorities. The JAGC RTAs are:

(1) Commanding Officers;

(a) Commanding Officers of RLSOs serve as RTAs for all personnel assigned to the RLSO and other SJA and operational billets in the AOR. This includes independent-duty Legalmen and non-NJS schoolhouse personnel (students and instructors). RLSO NDW will serve as RTA for those billets assigned to the Office of Military Commissions (Prosecution);

(b) Commanding Officers of DSOs serve as RTAs only for personnel assigned to the DSO. The DSO encompassing NDW will serve as RTA for the Office of Military Commissions (Defense);

(c) Commanding Officer of NJS will serve as RTA for NJS headquarters in Newport, detachments in San Diego and Norfolk, and Branch Office Charlottesville;

(2) Executive Director, OJAG is the RTA for all OJAG personnel except for those in paragraphs (3) and (4) below;

(3) Chief Judge, Navy-Marine Corps Court of Criminal Appeals; and

(4) Chief Judge, Navy-Marine Corps Trial Judiciary.

b. Duties. RTAs shall:

(1) Establish and oversee the CTP. Guidelines are provided in enclosure (4) of this instruction;

(2) Compile a Training Report for submission to NJS biannually (on 30 April and 31 October). A sample report is located at enclosure (7);

Enclosure (6)

OCT 17 2012

(3) Act as liaison between NJS and area JAGC personnel for issues related to training:

- (a) Disseminate training advisories and news;
 - (b) Notify prospective students of NJS courses;
 - (c) Collect quota requests and ensure they are completed, prioritized, and returned to NJS in a timely fashion;
 - (d) Coordinate student attendance at NJS courses;
- and
- (e) Notify NJS immediately of cancellations of training requests in order to enable substitutions.

(4) Administer RTA training funds in accordance with the guidance below.

3. Schedule

a. RTA Fund Use and Execution. In general, it is within an RTA's discretion to spend RTA funds for training and personnel development, as appropriate and within fiscal law guidelines.

(1) RTA funds may only be expended for training for personnel assigned to the RTA's AOR;

(a) Non-NLSC personnel training should normally be funded by the parent command; however, RTA funds may be expended to train such personnel when necessary. Further detail is provided in paragraph 3(c)(3) below.

(b) Host-nation funds should normally be used to train host-nation personnel. RTAs are not prohibited, however, from using RTA funds to train host-nation personnel when necessary;

(c) RTA funds may be used to purchase training materials such as books, online courses, and leadership courses (including books for Legalman Paralegal Education Program (LPEP) courses for which textbooks are not provided via LPEP). Books purchased with RTA funds remain the property of the command and should be maintained in the command library for use by future students;

Enclosure (6)

OCT 17 2012

(2) As a general rule, RTAs should not execute any funds until the funds are received into their accounts. Once received, RTAs should execute at least 98% of allocated funds by the end of the quarter;

(3) RTAs are responsible for ensuring budget officers complete iBETS obligations on a routine basis and reconcile obligations on a monthly basis. If allocated funds cannot be used, notify Code 64 as soon as possible;

(4) At the end of the Third Quarter of the fiscal year, all RTAs must reconcile budgets and return unobligated funds to Code 64. This enables Code 64 to redistribute the unused funds to other RTAs;

(5) RTAs must adhere to Code 64's annual fiscal advisory to prevent accounting/payment issues.

b. Distribution of RTA Funds. Final budgets are provided to RTAs prior to the beginning of the fiscal year to enable planning. RTA money is typically not available until at least the second or third week of the new fiscal year (mid-October). Commands should plan any training scheduled for October accordingly.

(1) RTAs receive a portion of total RTA funding each quarter;

(a) The distribution schedule is 20% in the First Quarter, 25% in Second Quarter, 35% in Third Quarter, & 20% in Fourth Quarter;

(b) Early disbursement from future quarters may be requested if necessary for training events. RTAs must initiate timely communication with Code 64 to ensure funds are available;

(2) RTAs may request additional funding from Code 64 if necessary; and

(3) RTAs may receive additional funding to offset symposia and JAGC training evolutions such as the JAGC Training Symposium and the Legalman Khaki/Paralegal conference.

Enclosure (6)

OCT 17 2012

c. RTA Fund Distribution Calculations

(1) NJS calculates the percentage of RTA funding each RTA receives.

(2) RTAs shall provide input to NJS upon request, including reconciliation of Billet Authorization (BA) with personnel on board.

(3) RTA fair-share value is computed based on authorized billet numbers: "NLSC JA," "NLSC DoD Civilian," "NLSC Legalman."

(a) "NLSC JAs" and "NLSC Legalman" are those active-duty billets assigned to the applicable NLSC commands, including USMC and USCG JAs. This includes Limited Duty Officers.

(b) "NLSC DoD Civilians" are those civilian billets assigned to commands within the AOR. Foreign Nationals should be included in the separate category - "Foreign National" civilians. Office of General Counsel personnel are not included in the calculation.

(c) RLSO RTAs receive a value for personnel in billets identified as "Non-NLSC JA," "Non-NLSC DoD Civilians," "Non-NLSC Legalman," and "Foreign National" to account for personnel in the AOR who are not assigned to NLSC commands. For those personnel, the member's parent command is primarily responsible for providing training funds, but RTAs may provide training funds when the parent command is unable to do so.

(d) RTAs are provided a funding value for the billets as follows: each "Non-NLSC JA" billet receives 1/5 value, each "Non-NLSC DoD Civilian" billet receives 1/10 value, each "Non-NLSC Legalman" billet receives 1/10 value, and each "Foreign National" billet receives 1/10 value.

(e) RTAs are required to identify "Non-NLSC" billets by command and billet and submit that information to NJS on an annual basis.

(4) Each OCONUS billet receives twice the funding value of a CONUS billet to account for additional travel expenses.

Enclosure (6)

OCT 17 2012

4. Oversight. Code 64 is responsible for oversight of RTA fund usage. NJS shall review Training Reports, submitted twice yearly by RTAs.

Enclosure (6)

1500
[DATE]

From: Commanding Officer, RLSO XXXX
To: Commanding Officer, Naval Justice School

Subj: SAMPLE RTA REPORT

Ref: (a) Training Advisory, FYXX - Semi-Annual Training Report
(b) JAGINST 1500.4A

1. Per references (a) and (b), this semi-annual training report is submitted for the period 1 October [YEAR] through 31 March [YEAR] or 1 April [YEAR] through 30 September [YEAR]. This report covers all aspects of training in my area of responsibility (AOR) during this period.

2. Training Plan

a. Date of Command Training Plan (please provide NJS with a copy when your command revises this document): 1 January [YEAR];

b. Planning Board for Training (PB4T) currently in use:
Y/N;

c. Members of PB4T: CO, XO, PDO, etc.

3. Utilization of RTA Training Funds

a. RTA fund usage by category:

- (1) % Officers: XX%
- (2) % Enlisted: XX%
- (3) % Civilian Attorneys: XX%
- (4) % Civilians other than Attorneys: XX%
- (5) % spent on materials (books, etc.): XX%

b. RTA fund usage by provider:

- (1) % NJS courses: XX%
- (2) % Air Force courses: XX%
- (3) % Army courses: XX%
- (4) % Courses offered by other organizations: XX%

c. RTA fund usage by content:

- (1) % Legal materials and courses: XX%
- (2) % Non-legal materials and courses: XX%

Enclosure (7)

(3) % Underway/deployment opportunities: XX%

d. RTA fund usage by subject matter area:

- (1) % Military Justice courses: XX%
- (2) % OPLAW courses: XX%
- (3) % Legal Assistance courses: XX%
- (4) % Administrative Law courses: XX%
- (5) % All other courses: XX%

e. Percentage of personnel assigned to the command for more than six months who have been underway since reporting to the command:

- (1) % Officers: XX%
- (2) % Enlisted: XX%

4. Legalman training

a. Courses funded using RTA:

Name of Course	Date	Location	Cost

b. Local/AOR training provided:

Name of Course	Date	Location	Cost

5. Civilian personnel training

a. Courses funded using RTA:

Name of Course	Date	Location	Cost

b. Local/AOR training provided:

Name of Course	Date	Location	Cost

Enclosure (7)

6. Officer Training

a. Courses funded using RTA:

Name of Course	Date	Location	Cost

b. Local/AOR training provided:

Name of Course	Date	Location	Cost

7. CMTF and RTA funding

a. Do you require additional CMTF funded quotas in order to accomplish your mission? Y/N.

b. Do you require further RTA funding in order to accomplish your mission? Y/N.

c. Did the training advisories provide sufficient time to submit training requests? Y/N.

8. Distance Learning

a. Courses attended by command personnel via a Distance Learning method:

Topic of Course	Distance Learning Method (NKO, DCO, Other)

a. What courses would you like to see offered via distance learning?

Topic of Course	Distance Learning Method (NKO, DCO, Other)

Enclosure (7)

9. Suggestions for improving training:

/s/

A. B. JONES

Enclosure (7)